

# **TWT Meeting Atlanta, GA December 13-15, 2005**

**Attending:** Logan Lee (Chair), Jim Glenn (BLM), Geoff Wilford (FIREScope), Jim Barnett (USFS), Don Johnson (Northeastern States), Craig Cook (BIA), Chad Fisher (NPS), Bob Murgallis (NFA), Becky McMahon (FWS), Mike Kopitzke (Western States), Ira Jolly (Southeastern States) – Wed/Thurs, Dave Koch (BIA) – Thurs, Deb Epps (Advisor), Merrie Johnson (Advisor)

**Guests:** Steve Gage (National Integration Center), Joe Furgeson (USFS)  
Wednesday a.m. - Lynne Howard, Mike Kessler, and Ken Garvin from the Southern Area TWT

## **TUESDAY**

Craig Cook has joined us at the new BIA representative replacing Dave Koch; Chad Fisher will be the new NPS representative; Becky McMahon is the Acting Fire Training Officer for the FWS and will be participating on the TWT for 4 months.

### **Review & Update Action Log**

Action Log was reviewed and updated.

### **Liaison Report (Jim Glenn)**

Leadership Committee – meeting is scheduled in January to get the people together who have oversight/responsibility for S-420, S-520, S-620, L-480 & L-580 in order to discuss the future of the courses and opportunities to improve delivery of intended KSAs.

**Decision: Jim Glenn will represent the TWT at the January meeting.**

PNW TWT – recently went to the PNW TWT meeting in Oregon. They have sent a letter to NWCG regarding instructor currency requirements; they feel there needs to be more latitude in how currency is determined. Nothing has come out from NWCG as of yet (issue placed on bin list).

***Action Item: Contact NWCG liaison to indicate that there is a concern regarding their lack of response to the letter (2/10/05) from the PNW on instructor currency. (Lee – 3/06)***

Alaska – nothing to report

FIWT – the FIWT is pleased with the work that the NWCG Training Units are doing for them.

FEWT – highlights from the last FEWT minutes were discussed.

GATR Update (Jim Barnett) – there is still concern from the GATRS on the status of S-420.

### **Liaison Roles & Responsibilities**

Steve Gage's role and interaction with the TWT was discussed. As NWCG's representative to the NIC he will be able to influence decisions and advise the TWT on opportunities and needs. The NWCG has not given him a specific charter or identified communication expectations. As issues arise he hopes to be able to go directly to the parent group and have work be filtered out as appropriate; this has yet to be determined.

Steve talked about the competency contract that we are working on in conjunction with the USFA. The PMS 310-1 is currently being used as an anchor point at the NIC. He suggested the TWT needs to make sure we keep our fingers on the pulse and stay in the loop. He will assist in doing this as best he can. Steve's status as an advisor to the TWT is pending additional information; he will be coordinating with members of NWCG.

The liaison assignments and requests for participation in new projects were reviewed in light of TWT membership changes and there were several changes that will need to be communicated to our partners.

***Action Item: Memo to Dispatch Committee, Incident Resource Management WT, Incident Business Practices WT, Fire Equipment WT indicating the change in liaison to their committee. (Curd – 3/06)***

***Action Item: Memo to other committees/groups whose liaison contact has changed due to the transfer from Dave Koch to Craig Cook and from Merrie Johnson to Chad Fisher. (Curd – 3/06)***

***Action Item: Response email to IRMWT re: Fire Business Transformation Team representation. BIA will represent the TWT. (Lee – 12/05)***

### **S-290 CD ROM Update**

The NWCG Development Unit is nearing completion of the revision of S-290. The Canadians have expressed interest in revising the CD based on the content of the new course. They have indicated that they are willing to share the cost, but the meaning of "share" is unknown at this point. A briefing paper will be presented to the TWT in March so a decision can be made on the future of the CD.

***Action Item: Ask Cindy Wolf how many S-290 CDs have been distributed in the past several years and email the number to the TWT. (Fisher – 1/06)***

### **FMCG Errata Sheet #16 (HO #1)**

Errata sheet was approved with changes. Course prerequisites for S-270 will be "none" and for S-273 will be "S-270 and the successful completion of 4-6 hours of pre-course work".

***Action Item: Revise Errata Sheet #16 and send out to the TWT for a quick review before published. (Epps – 12/05; COMPLETE 12/21/05)***

### **I Curriculum Status**

A brief status of where NWCG Training is with the revision of the I courses was given. I-100 is going through a few minor edits and then will be ready to publish online and on CD in the warehouse. I-200 and I-400 are being prepared for field review; they have both been tested once. I-300 needs some additional work prior to being field reviewed; the SMEs will reconvene in January. I-402 has not been worked on yet; it will be picked up when the others are finished. All work is being done in conjunction with both EMI and the USFA.

### **Various Incident Command Courses (USFA/NFA Courses)**

At the last TWT meeting the need to recognize I and IS courses, developed from common learning objectives, as in essence the same courses was discussed. The Q courses that NFA has developed were inadvertently left out of the discussion. The courses developed by partner agencies all utilize the same learning objectives and therefore should be considered the same. At this point in time our IQCS system

allows for tracking only if they are recognized as “equivalent”. There is an inconsistency in language that may be confusing to the field. The confusion will intensify as other courses are developed in this fashion.

***Action Item: Draft a briefing paper indicating what we are doing with the I curriculum in the context of the various courses being recognized as the same/interchangeable. (Epps – 3/06)***

This is a bigger issue that will become more apparent if IQCS is adopted by NIC and as NIC integrates the PMS 310-1 into the all-hazard program. There are tracking and qualification issues that arise as the all-hazard skills are built and we determine the appropriate use of all-hazard trained personnel in wildland fire suppression. We need to communicate with the IOSWT and NWCG to make sure they are on board with the direction we are heading.

***Action Items: Develop talking points regarding the potential acceleration of all-hazard qualifications and requests for assignment for discussion with the IOSWT in March. (Wilford/Barnett – 3/06)***

### **Length of Field Review Period for Course Revisions**

The field review timeframe is currently eight weeks; the Development Unit would like to have flexibility in the length of review based on various factors (how much it has been field reviewed already; course hours; electronic availability, etc.)

**Decision: Field review period will be set at a minimum of four weeks; this will be more the exception than the rule. A geographic area/agency mix needs to be established for an adequate field review.**

### **Description of the Performance Based System (HO #2)**

When NWCG moved to a performance based system a descriptor of the system was placed at the beginning of each instructor guide to help educate the field on the performance based system. It has since been added to the PMS 310-1. NWCG Training would like to remove it from the instructor guides as it is no longer necessary and is redundant.

**Decision: The Description of the Performance Based System will be removed from Instructor Guides as courses are revised.**

### **PMS Publications**

PMS 908-1, Instructor Curriculum Guide; PMS 908-2, Curriculum Syllabus; and PMS 908-3, Syllabus Summary either need to be updated with the new I curriculum or deleted from PMS. The publications will be outdated upon certification of the new curriculum and are no longer of sufficient value to maintain.

**Decision: PMS 908-1, 908-2 and 908-3 will be deleted from the PMS as of December 31, 2005.**

***Action Item: Draft PMS deletion request for PMS 908-1, -2 & -3 and send to Chad for signature. (Epps – 12/05)***

PMS 316, Wildland & Prescribed Fire Qualifications System Modules will be outdated when the new PMS 310-1 is released in January. The documents either need to be updated or deleted from PMS.

Upon the last revision of the PMS 310-1 the IOSWT asked the TWT to revise PMS 316. This will be added as an agenda item for the joint TWT/IOSWT meeting in March at which time a decision will be made.

### **Maintenance & Stocking of S-340, Human Resource Specialist**

At the September TWT meeting it was decided to put this issue on hold until more information could be gained and the liaison could coordinate with the GATRs for feedback. Since that meeting there have been several meeting with Jan Everett, and progress is being made to produce a course that can be shelved. The NWCG Development & Standards Units are working closely with Jan to structure the course so that the materials that need to be updated are placed on the HRSP web site in the form of handouts to be downloaded by course coordinators/instructors.

**Decision: The S-340 course is required and will be placed on the shelf. The Development and Standards Units will be working with Jan Everett to accomplish this task.**

*Action Item: Draft a memo response to Jan Everett's 8/23/05 memo. Communicate the TWT expectation that S-340 will be placed on the shelf and maintained by the NWCG Development Unit. (Epps – 1/06)*

*Action Item: Alert the IOSWT that RT-340 should be triennial.. It is missing from the November version. (Fisher – 12/05; COMPLETE 12/13/05)*

## **WEDNESDAY**

The TWT spent the day working on reaffirming the business we are in and who we are serving. A planning session was facilitated by Nancy Walters from the Southern Research Station.

**Desired Meeting Outcome:** The TWT will have a clear focus in order to make decisions, set priorities, and take advantage of opportunities in the years to come.

## **THURSDAY**

### **PMS 310-1 Revision Progress Report**

The IOSWT intends to publish the revised PMS 310-1 prior to January 31, 2006. There will be one additional IOSWT conference call prior to finalization. Merrie reviewed the expected changes in the new version.

### **Identify Issues & Proposed Plan with Courses (S-420, L-480, L-580, S-520, S-620) (HO #3, #4, #5, #6)**

There have been many efforts over the past several years to assure effective incident management team and fire leadership development. Many of the above courses have been developed and/or maintained in a vacuum. We believe there is a significant opportunity to streamline some of these courses and reduce cost and difficulty of delivery. The TWT needs to use the various reports and recommendations for S-420, S-520 and S-620 in conjunction with the Leadership Courses to revise the incident management team development courses.

*Action Item: An implantation plan will be developed to capitalize on the various reports and recommendations provided concerning S-420, S-520 and S-620. (Fisher/Wilford – 3/06)*

### **FY07-09 TWT Budget**

The budget was adjusted based on input from the leadership committee. It is the recommendation of the TWT that future leadership course contracts need to include the costs associated with the leadership committee evaluation/reviews.

### **Fireline Refresher Training (HO #7)**

The Strategic Plan was approved by the NWCG. Refresher training is now an NWCG product and under the purview of the TWT. A position was approved in the Instructional Media Unit; the Forest Service will be providing the position based on an NWCG funding split. The committee overseeing the refresher training video will be under the TWT; a charter needs to be developed. The FWS will commit to being the liaison to this committee.

*Action Item: Draft a charter for the Refresher Training Committee; the TWT will review the paragraph indicating what the Committee is tasked to do and then the charter will be sent to Logan for signature. (McMahon – 3/06)*

*Action Item: Add liaison to the Refresher Training Committee to the liaison list and send memo to committee chair. (Curd – 3/06)*

Recurrent Training – will be numbered as RT and the number of the position it is targeted for. IQCS and IQS will need to incorporate the new numbers.

*Action Item: Add RT courses to the FMCG with descriptions and links to the appropriate web sites. Coordinate with appropriate people to get the description and link information. (Epps – 3/06)*

*Action Item: Request that the IOSWT document the refresher training changes in their memo to the field highlighting significant changes to the PMS 310-1. (Fisher – 3/06)*

### **Glossary Change Board**

The BIA member will be the TWT representative to the Glossary Change Board. TWT members agreed that the representative will have the authority to approve glossary changes for the Team and will request additional TWT review as needed.

*Action Item: Communicate to the Glossary Change Board that Craig will be the TWT liaison. (Lee/Cook – 3/06)*

### **Position Task Book Revision Process (HO #8)**

As an action item from the September meeting, Deb drafted a memo to the IOSWT to begin the discussions with them regarding some of the issues that have arisen with PTBs. The draft memo and attachments were reviewed by the TWT. The main concern of the TWT is the need for a joint plan with the IOSWT as to how we are going to incorporate competencies into the PTBs which then lead down into the training courses. It was agreed that the memo will go forward to the IOSWT with some modifications.

*Action Item: Revise memo and forward to Logan for signature and distribution. (Epps – 1/06)*

### **Proposal for the Future Maintenance of the NWCG Curriculum (HO #9)**

The draft proposal was presented to the Team. After the criteria are further developed they need to be presented to NWCG for them to disseminate out to the other working teams.

***Action Item: Continue to work on this paper; flesh out the criteria and develop a form with the criteria for easy access to other working teams. (Epps/D. Johnson – 3/06)***

***Action Item: Send Deb the IQCS form that the field uses to bring forward positions/issues into IQCS. (Cook – 1/06; COMPLETE 12/22/05)***

### **NIC Brainstorm**

Steve Gage is the NWCG representative at the DHS National Integration Center. He will integrate several issues from the meeting this week into NIC activities where he can. There is a lot of funding available through ODP; we should look into the potential for obtaining a portion.

#### **Potential to Obtain ODP Grant Funding for Training Courses**

The USFA uses ODP state training grants that have been requested by state partners in their program. The grant funding cannot be given to a federal agency. NWCG state partners need to follow up on this opportunity and see if there is any potential to obtain these funds for certain projects (distance learning conversions may be a good place to start).

***Action Item: Invite Steve to future TWT meetings and add him to the mailing list until the scope of his position is determined. (Curd – 3/06)***

### **NWCG Curriculum History**

A history of the changes to the NWCG curriculum was developed by the Development Unit Leader. There has been some discussion by PMS as to whether this document should be given a PMS number and tracked through PMS. Such a document is similar to an “ongoing log” and, as such, does not fit the PMS model well.

**Decision: The TWT does not want to pursue giving this document a PMS number; it will be maintained by the Development Unit and posted on the TWT web site for field reference.**

### **S-130 Spanish Version Certification Sheet**

The Spanish version of S-130 is ready for publication. Several options were presented for the format of the certification sheet.

**Decision: Spanish courses will have Spanish certification sheets.**

### **March Agenda Items**

1. S-290 CD ROM Proposal (20 min – Epps/St.John)
2. Potential acceleration of all-hazard qualifications and requests for assignments; how do we do it. (joint w/ IOSWT)
3. PMS 316, Wildland & Prescribed Fire Qualifications System Modules (revise or delete) (joint w/ IOSWT, 15 minutes – Epps)
4. C&GS and Leadership Course Proposed Implementation Plan Follow Up (Fisher/Wilford – 4 hours)
5. Development Process for New Courses Developed Outside the TWT (Barnett)

### **Future Meetings**

March 7-9, 2006, Naples, FL (w/IOSWT) – if possible, no one leaves before Friday

May 2-4, 2006, San Diego, CA (w/GATRs)

September 19-21, 2006, Bar Harbor, ME (staff ride – Fisher to coordinate)

December 12-14, 2006, Boise, ID (w/ NWCG Training)

### **Handouts**

1. FMCG Errata Sheet #16
2. Description of the Performance Based System
3. S-420 Task Group Report (4/04)
4. Memo from GATRs to the TWT on S-420 (10/03)
5. NAFRI L-480 Course Description
6. Exceptional IMT Leadership L-480 Objectives and Table of Contents
7. NWCG Annual Fireline Safety Refresher Training Strategic Plan
8. Draft memo & attachments to the IOSWT regarding the revision of the PTBs.
9. Draft proposal for the future maintenance of the NWCG curriculum.